

## Quarter 2 Release Version 5.3.0.1

### **Accessorial Charges assigned to only a certain customer(s)**

A surcharge can be made and assigned to one customer or a group of customers. This can be done by setting up what are called charge groups.

A charge group can be setup by accessing the list maintenance screen:

- 1) Click on File>List maintenance.
- 2) Click the drop down menu and click on charge groups.
- 3) Click on the new button and enter the charge group you want the surcharge to be in. Example: EMERYGROUP
- 4) Click the save button.

Now you need to put your customer into the charge group:

- 1) Click on File>Customers.
- 2) Select the customer you want to have the special accessorial charges for.
- 3) Click on the options tab.
- 4) Click the drop down menu under charge group.
- 5) Select the charge group you want that customer to be part of. If you want this customer to only see accessorial charges assigned to them check the box for show only assigned surcharges.
- 6) Click the save button.

Now you need to make the surcharges and assign them to the charge group:

- 1) Click on File>Rates>Surcharges.
- 2) Make the surcharge and then select the charge group radio button.
- 3) Click the drop down menu and select the charge group you want the surcharge to be assigned to.
- 4) Click the save button.

Now your surcharges setup and assigned to the specific group will only show up for the customers or customers assigned to this group. *Note: For the charge groups to show up in Crown you may need to close and reopen Crown.*

### **Added a delete button to the Search Screen**

A delete button has been added to the search screen and can be used if you have proper permissions in Crown to use it. After searching for a shipment the delete button will be available from the action buttons in the tool bar, at the top of the screen.

### **Added support for One Way Miles**

You can now rate a shipment using one way mileage instead of an origin and destination mileage setup. This is useful for rating or quoting hotshots with set miles.

You can enter a one way mileage lookup table by doing the following:

- 1) Click on File>Rates>Mileage>Lookup Table.
- 2) Click on the new button and check One Way Miles.
- 3) Select your terminal you are a multi term company.
- 4) Enter your Destination City, State and Zip.
- 5) Enter the mileage and the dollar amount for the run.
- 6) Click the save button.

To use the one way mileage lookup table that you entered do the following:

- 1) Enter the shipment as a pickup, delivery or pickup and delivery.
- 2) Change the rate type to mileage.
- 3) Select the proper rate table.
- 4) Click on the binoculars next to the mileage box.
- 5) Select the one way mileage table you want to use.
- 6) Click the close button. You will be asked if you want to transfer the mileage to the shipment. Click yes or no accordingly. Then enter any other shipment information and then save the shipment as normal.

The shipment will now rate according to the mileage rate tables that you have entered into the system.

### **Driver Information Setup Screen Enhancements**

Added an employment type to the driver information tab for Full Time, Part Time, and Contractor. The can be accessed from the employment type drop down menu.

Some tabs have been added to the driver information screen. Added issued items/training and employment details.

### **Shipment Review Enhancements**

A hide On Hold shipments checkbox has been added to the review screen. This can be checked at the top of the screen to filter shipments on hold from the review screen.

A button to print the contents of the review screen has been added. This can be done by clicking the print contents of the grid action button in the tool bar, at the top of the screen.

### **Enhancements to the Shipment Information Screen**

A warning has been added when un-doing a shipment entry or changes to a shipment. It will pop a warning saying “The following action will cancel any changes you have made to the shipment. Hit ENTER or OK to continue or NO to return to editing”.

Added the invoice ID to the shipment when viewed in the shipment viewing screen.

## **Enhancements to Billing**

Modified the check # search engine to do wild card searches. This can be done by using a \* before what you are searching for. An example would be if you are looking for a check number starting with 123. You would enter 123\* and the search would return all checks beginning with 123. You can also search for a date range as well.

The batch print process has been modified to allow cut offs of shipments after a certain date to be moved on to another invoice. *Note: To all upgrade users this is basically the same way the batch print function worked in Crown Version 4.*

Batch printing can work the same way it has been working and the new cutoff feature is an option that can be unchecked.

The use of the cutoff feature is used by doing the following:

- 1) Select from the process menu, Print Batch Invoices.
- 2) Select the billing cycle and the terminal if you are a multi term company.
- 3) Check move shipments with a Completed Date Greater Than and select the cutoff date for the shipments you want moved to another invoice.
- 4) Select the date for the new invoices that you are creating with the shipments that are being moved after the cut off date you select.
- 5) Select your date which will include everything on or before the date you select for the invoices that you are printing.
- 6) Select the date you want on the invoices that are being printed.
- 7) Check print the backup paper work (optional)
- 8) Click print.

The output will be all the invoices with shipments on them before the cutoff date you selected. The invoices after the cutoff date are now on new invoices to be printed at a later time. This is useful for month end to keep shipments in a certain period.

## **Report Additions**

- A Driver License Report has been added to the driver entry screen. This report will print out a list of all driver names, license expirations, numbers and types.
- An EDI summary report has been added to the maintenance reports gallery. This will print out a list of the dates, sums and the types of EDI transmissions that went out.
- A COD report has been added to the billing reports gallery. This will print out a list of how many COD's were collected for a customer for a time period with the bill #, check # and the amount of the COD.

- A Route Report has been added to the dispatch report gallery. This will print out a list of routes by day sorted by driver, customer, shipper, consignee and will include the bill number and the weight information for the shipment.
- Added the time and date printed on all driver manifest reports.